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Personnel

SAFETY AWARDS

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This instruction implements AFD 36-28, *Awards and Decorations Program*. It describes the Air Force Safety Program Awards and the purpose, eligibility requirements, selection criteria, and nomination processes for each. It applies to all Air Force organizations and personnel, including the Air Force Reserve and Air National Guard. **Records Management.** Maintain and dispose of all records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision incorporates IC 2000-1 and adds the requirement to submit nominations using Air Force Form 1206, *Nomination for Award*, and changes other wording. In paragraph 2.2.4.2., the first sentence now reads "Nomination submittals are limited to two single-spaced, typewritten pages, and will be submitted on Air Force Form 1206, *Nomination for Award*, using either a bullet or paragraph format." It lists a new award, Air Force Chief of Safety Aircrew of Distinction Award in paragraph 2.4.1.7. and lists the Well Done Award in new paragraph 2.4.1.8. It adds the new Air Force Chief of Safety Aircrew of Distinction Award as **Section N**, thereby re-alphabetizing the remaining sections and renumbering the remaining paragraphs. Paragraph 86.3. is changed to read "If there are multiple nominations, a write-up must be prepared for each nominee stating what that particular individual did to prevent the mishap." A bar (|) indicates revision from the previous edition. The entire text of IC 2000-1 is at Attachment 3.

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Section A—General Information

1. Commanders' Program.

1.1. The Air Force Safety Awards Program recognizes outstanding safety acts and achievements. Table 1 gives basic information for all awards covered by this instruction.

1.2. The Air Force encourages commanders at all levels of command, especially at installation level, to develop and establish recognition systems that complement the USAF Safety Awards Program.

2. Administrative Procedures.

2.1. MAJCOMs, DRUs, and FOAs, including the Air National Guard (ANG), will follow the instructions of this AFI.

2.2. Commanders:

2.2.1. Publicize the awards and review achievements often to make sure deserving persons and organizations receive consideration.

2.2.2. Set up recognition systems that complement the USAF Safety Awards Program.

2.2.3. May nominate one individual or unit for single award categories. May nominate an individual or unit for more than one award; may nominate an individual or unit for more than one award for the same act.

2.2.4. Send nominations for safety awards to the Headquarters Air Force Safety Center (HQ AFSC/SEP) through command channels by 15 December after the fiscal year award period, unless otherwise specified.

2.2.4.1. Send:

2.2.4.1.1. Each nomination separately.

2.2.4.1.2. One copy of any award or plaque nomination, whether a MAJCOM, DRU, FOA, unit, or individual is nominated, in copy-ready format.

2.2.4.2. Nomination submittals are limited to two single-spaced, typewritten pages, and will be submitted on Air Force Form 1206, *Nomination for Award*, using either a bullet or paragraph format. If your MAJCOM, DRU, or FOA concurs, nominations may be submitted electronically.

2.3. HQ AFSC:

2.3.1. Provides funds for safety trophies and plaques that the Secretary of the Air Force, the Air Force Chief of Staff, and the Air Force Chief of Safety approves.

2.3.2. Prepares letter authorizing a military individual award recipient to wear the Air Force Recognition Ribbon, and a civilian recipient to wear the lapel pin.

2.4. Recipients:

2.4.1. Persons honored for individual actions may wear the Air Force Recognition Ribbon for any of these awards:

2.4.1.1. Chief of Staff Individual Safety Award.

2.4.1.2. Koren Kolligian, Jr., Trophy.

2.4.1.3. Chief of Safety Special Achievement Award.

2.4.1.4. Air Force Nuclear Surety Outstanding Achievement Award.

2.4.1.5. Safety Career Professional of the Year Award.

2.4.1.6. Air Force Explosive Safety Outstanding Achievement Award

2.4.1.7. Air Force Chief of Safety Aircrew of Distinction Award

2.4.1.8. Well Done Award

2.4.2. Persons belonging to a group receiving these awards may not wear the ribbon.

2.4.3. Awarded civilians wear the lapel pin instead of the ribbon.

Section B—Secretary of the Air Force Safety Award

3. Purpose. The MAJCOM, DRU, or FOA with the most effective overall safety program receives this, the highest safety award of the Air Force. Trophies are awarded in two different categories each fiscal year.

4. Eligibility.

4.1. All MAJCOMs, DRUs, and FOAs.

4.2. One trophy (Category I) for MAJCOMs and ANG that have all safety disciplines as part of their mishap prevention programs.

4.3. One trophy (Category II) for DRUs and FOAs that do not have the full complement of safety disciplines as part of their mishap prevention programs.

5. Selection Criteria. The Awards Board considers:

5.1. Combined effectiveness of the flight, missile, nuclear, ground, space, and explosives safety programs or missions, as applicable.

5.2. Efforts to further ORM implementation and integration.

5.3. Safety program management, direction, administration, and innovation.

5.4. Mission and operational tasks the commands' organizations perform in the award period.

5.5. Command safety inspections and staff visits.

5.6. Quality of mishap investigations, reports, and analyses.

5.7. Noteworthy achievements in mishap prevention in all applicable functional areas.

5.8. Effective operations and maintenance.

5.9. Safety engineering that prevents mishaps.

5.10. Mishap experience and improvement. **Note:** A record of mishap prevention spanning two or more years merits extra consideration.

6. Nomination Procedures. MAJCOMs, DRUs, and FOAs may submit one nomination for the appropriate category. Include:

6.1. A concise narrative describing specific achievements and how they were accomplished and contributed to mishap prevention.

6.2. Unusual hazards or environmental working conditions.

6.3. ORM implementation and successes.

6.4. Safety program management and innovation.

- 6.5. Special exercises or deployments.
- 6.6. Additional comments or relevant information.
- 6.7. An unclassified citation.

Table 1. Safety Award Cycle.

AWARD NAME	RECIPIENT	APPROVAL AUTHORITY	AWARD TYPE	AWARD CEREMONY RESPONSIBILITIES
Secretary of the Air Force (Annual)	MAJCOM, DRU, and FOA	Secretary of the Air Force	Replica Trophy	HQ USAF
Chief of Staff Individual Safety Award (Annual)	Individual	Air Force Chief of Staff	Trophy	MAJCOM, DRU, & FOA
Maj Gen Foulois Memorial Award (Annual)	MAJCOM			Order of the Daedalians
Koren Kolligian, Jr., Trophy (Annual)	Aircrew Member			HQ USAF
Colombian Trophy (Annual)	Air Force Organization		Rotating Trophy and Replica Plaque	MAJCOM, DRU, and FOA
SICOFAA Flight Safety Award (Annual)	Air Force Organization		Rotating Trophy	
Col Tubbs Memorial Award for Ground Safety (Annual)	MAJCOM, DRU, and FOA		Trophy	HQ USAF
Air Force Chief of Safety Special Achievement Award (Annual)	Air Force Organization Below MAJCOM Individual	Air Force Chief of Safety	Plaque	MAJCOM, DRU, and FOA
Safety Career Professional Of the Year Award (Annual)	Civilian or Enlisted Safety Career Field Individual			
Nuclear Surety Outstanding Achievement Award (Annual)	Individual			
Air Force Explosive Safety Outstanding Achievement Award (Annual)	Individual			

Air Force Chief of Safety Outstanding Achievement Award for Ground Safety (Annual)	Air Force Organization			
Flight Safety Plaques (Annual)	Air Force Organization Below MAJCOM	Air Force Safety Awards Board		
Missile Safety Plaques (Annual)				
Explosive Safety Plaques (Annual)				
Space Safety Plaques (Annual)				
Nuclear Surety Plaques (Annual)				
Aero Club Safety Certificates (Annual)	Air Force Aero Club		Certificate	
Well Done Award (Event)	Individual	AFSC/CC	Plaque	
Hall of Fame Award (Event)	Individual	HQ USAF/SE		
National Safety Council (NSC) Awards (Annual)	Organizations Below MAJCOM, DRU, and FOA Level	MAJCOM, DRU, and FOA	Plaque/Certificate	
Safe Driver Award (5, 10, 15, and 20 years of safe driving)	Individual	Wing/SE	Certificate	Wing

Section C—Chief of Staff Individual Safety Award

7. Purpose. This award recognizes Air Force personnel who have significantly contributed to safety.

8. Eligibility.

- 8.1. Officers (colonel and below).
- 8.2. Enlisted personnel.
- 8.3. Department of the Air Force civilians (DAFC).

9. Selection Criteria. Examples of actions worthy of consideration:

- 9.1. Developing or implementing outstanding policies, programs, or procedures that:
 - 9.1.1. Reduce the possibility of mishaps in flight, ground, explosive, missile, space safety, or nuclear surety activities.
 - 9.1.2. Improve operational effectiveness.

9.2. An invention, development, or research activity that:

9.2.1. Leads to improved engineering or design.

9.2.2. Ensures greater safety.

9.3. Outstanding performance of safety duties involving:

9.3.1. Inspections.

9.3.2. Education and training.

9.3.3. Incorporation of ORM principles and techniques.

9.3.4. Mishap investigations, reports, and analyses.

9.3.5. Implementation and enforcement of accepted safety practices.

10. Nomination Procedures. Each MAJCOM, DRU, and FOA may nominate one person. Include:

10.1. A concise narrative describing the specific achievement and how the nominee accomplished it and contributed to safety.

10.2. Name, rank, organization.

10.3. An unclassified citation.

Section D—Major General Benjamin D. Foulis Memorial Award (Daedalian Flight Safety Award)

11. Purpose. This award recognizes the MAJCOM, DRU, or FOA with the most effective flight safety program.

12. Eligibility. MAJCOMs, DRUs, and FOAs with a flying mission.

13. Selection Criteria. The Awards Board considers:

13.1. Data on flight mishaps, related causes, and safety deficiencies found during inspections and investigations.

13.2. Mishap potential among different aircraft types and their missions.

13.3. Efforts to identify hazards to flight operations and mitigate risks utilizing ORM.

13.4. Command support of flight safety program activities.

13.5. Mishaps over which MAJCOMs, DRUs, and FOAs had or shared control. **Note:** A record of mishap prevention spanning two years or more merits extra consideration.

14. Nomination Procedures. The MAJCOM, DRU, and FOA may submit one nomination. Include:

14.1. A concise narrative describing specific achievements and how they were accomplished and contributed to safety.

14.2. Unusual hazards or environmental working conditions.

14.3. ORM implementation and successes.

- 14.4. Safety program management.
- 14.5. Special exercises or deployments.
- 14.6. Additional comments or relevant information.
- 14.7. An unclassified citation.

Section E—Koren Kolligian, Jr., Trophy

15. Purpose. This award recognizes outstanding airmanship by an aircrew member. The crew-member must show extraordinary skill, alertness, ingenuity, or proficiency in averting or minimizing the seriousness of a flight mishap.

16. Eligibility. Aircrew personnel of the Air Force, AFRC, and ANG.

17. Selection Criteria. The Awards Board selects the aircrew member who most successfully coped with an in-flight emergency.

17.1. The emergency must have resulted from any of these situations:

- 17.1.1. Mechanical difficulty while in flight or in the aircraft or with related equipment on the ground.
- 17.1.2. Personnel errors in the air or on the ground.
- 17.1.3. Environmental factors beyond the nominee's control.

17.2. Members who prevented a potential mishap that was caused by their own misdeeds, lack of judgment, or foolhardy or excessive risk-taking are ineligible.

18. Nomination Procedures.

18.1. The emergency must have occurred in the award fiscal year.

18.2. Each MAJCOM, DRU, and FOA may make one nomination, even if more than one member handled an emergency.

18.3. MAJCOMs, DRUs, and FOAs may nominate the same person for this award and the Air Force Well Done Award. However, MAJCOMs, DRUs, and FOAs must send a separate nomination for the Koren Kolligian, Jr., Trophy. Include:

- 18.3.1. The nominee's name, rank, organization, duty assignment, duty Air Force specialty code (DAFSC), date of the event, and type of aircraft.
- 18.3.2. An unclassified description detailed enough to allow the Awards Board to evaluate accurately the incident's seriousness and how much corrective action the nominee took.
- 18.3.3. An unclassified citation.

19. Presentation.

19.1. The recipient receives the Koren Kolligian, Jr., Trophy at a ceremony presided over by the Air Force Chief of Staff. This ceremony, which includes a formal reception, takes place at the Pentagon annually between 1 March and 30 September during the fiscal year following the event being recog-

nized. The Air Force Chief of Safety funds the recipient's travel and per diem to the presentation ceremony. Members of the Air Reserve Component selected as recipients are placed on active duty status for the day of the ceremony itself (one man-day is reimbursed by AF/SE to the member's owning unit).

19.2. The recipient's spouse, or a family member, may accompany the recipient and may travel at government expense contingent upon approval of the recipient's MAJCOM, DRU, or FOA CC. The recipient's MAJCOM, DRU, or FOA SE obtains MAJCOM, DRU, or FOA CC approval of spouse or family member travel and issuance of invitational travel orders. Per diem is not authorized for anyone other than the recipient to travel to the presentation ceremony. See AFI 36-2805, *Special Trophies and Awards*, paragraph 1.6 for additional information.

19.3. The trophy presented each year is provided by the family of Lt Koren Kolligian, Jr., members of which have sponsored this award and been present at each year's presentation since the inception of the award in 1958. A permanent display trophy is maintained at the Pentagon in honor of all recipients. The Koren Kolligian, Jr., Trophy holds an honored place in Air Force history and is an integral part of the Air Force Mishap Prevention Program. Accordingly, in the interest of the Air Force, an exception to policy (AFI 24-101, *Passenger Movement*, paragraph 1.14) has been granted by the Chief of Staff for a maximum of seven representatives of the Kolligian family to travel at government expense aboard military or commercial aircraft to attend the presentation ceremony.

19.3.1. Two operational support airlift (OSA) sorties are authorized each year to provide a round-trip between Hanscom AFB MA and Washington DC. The Air Force Chief of Safety is responsible for issuing invitational orders for the Kolligian family representatives' travel (per diem is not authorized).

19.3.2. If OSA is unable to support the required missions on the specified day(s), the Chief of Safety issues funded invitational orders (for travel only) and purchases round-trip commercial tickets between Boston MA and Washington DC for up to seven members of the Kolligian family to ensure they are appropriately represented at the presentation ceremony.

Section F—Colombian Trophy

20. Purpose. This award recognizes military flight safety achievements in a tactical organization.

21. Eligibility.

21.1. Tactical fighter, attack, and reconnaissance units below the numbered Air Force level engaged in tactical operations.

21.2. Composite wings with a mission of fighter, attack, or reconnaissance; however, each unit within the wing must meet the mishap eligibility requirements.

21.2.1. Composite wings may not receive this award and the System of Cooperation Among the Air Forces of the Americas (SICOFAA) Flight Safety Award in the same fiscal year.

21.3. Squadrons and detachments must be organizationally and operationally distinct. They must also be geographically remote from the parent organization, per AFDIR 37-135, *Air Force Address Directory*.

21.3.1. Credit any unit with own flying time.

21.4. Units that had a Class A or B mishap, excluding foreign object damage (FOD) or birdstrike mishap, during the award year are usually ineligible.

21.4.1. The MAJCOM and the ANG may nominate a unit that had no control over a mishap and that meets all other criteria, but must send a detailed explanation with the nomination.

22. Selection Criteria. The Awards Board considers nominations and selects the unit based on data it receives.

23. Nomination Procedures. MAJCOMs and the ANG with tactical fighter, attack, reconnaissance, or composite units may nominate one unit. Nominate a unit for one category only. Include:

23.1. A brief summary of the unit's flight safety accomplishments, including types of aircraft flown, number of flying hours and sorties, and the tasks supporting the mission.

23.2. Unusual hazards or environmental working conditions.

23.3. Outstanding accomplishments, including awards related to flight safety in the award year.

23.4. Technical order changes, hazard reports, product quality deficiency reports, and safety magazine articles.

23.5. Development of safety education and publicity material.

23.6. Material improvements, research, development, or test programs that contribute to flight safety.

23.7. Safety program management measured by higher headquarters inspections and management innovations.

23.8. Operational readiness and ORM implementation and successes.

23.9. Special exercises or deployments.

23.10. An unclassified citation.

Section G—System of Cooperation Among the Air Force of the Americas (SICOFAA) Flight Safety Award

24. Purpose. This award promotes safety in the Air Forces of Western Hemisphere countries by recognizing flight safety accomplishments of military organizations.

25. Eligibility. Each country sets up its own eligibility and award criteria.

25.1. USAF units below the numbered Air Force level with one of these primary missions are eligible: defense, training, transport, refueling, rescue, strategic warning and control, weather reconnaissance, or tactical operations other than fighter, attack, or reconnaissance.

25.2. Composite wings with any of the missions in 25.1. are also eligible. However, each unit in the wing must meet mishap eligibility requirements. Composite wings cannot win this award and the Colombian Trophy in the same fiscal year.

25.3. Squadrons and detachments must be organizationally and operationally distinct. They must also be geographically remote from the parent organization per AFDIR 37-135. Credit a unit with its own flying time.

25.4. Units that have had a Class A or B aircraft mishap, excluding FOD and birdstrike mishaps, in the award year are usually ineligible. The MAJCOM, DRU, and FOA may nominate a unit that had no control over a mishap and that meets all other criteria, but must send a detailed explanation with the nomination.

26. Selection Criteria. The Awards Board considers nominations and selects the unit based on data it receives.

27. Nomination Procedures. The MAJCOM, DRU, and FOA may nominate one unit. Include:

- 27.1. A brief summary of the unit's flight safety accomplishments, including type of aircraft, number of flying hours and sorties, and the tasks supporting the mission.
- 27.2. Unusual hazards or environmental working conditions.
- 27.3. Special exercises or deployments.
- 27.4. ORM implementation and successes.
- 27.5. Operational readiness measured by higher headquarters inspections.
- 27.6. Technical order changes, hazard reports, product quality deficiency reports, and safety magazine articles submitted.
- 27.7. Safety education and publicity material.
- 27.8. Material improvements, research, development, or test programs that contribute to flight safety.
- 27.9. Outstanding accomplishments, including awards related to flight safety in the award year.
- 27.10. An unclassified citation.

Section H—Colonel Will L. Tubbs Memorial Award for Ground Safety

28. Purpose. This award recognizes the most effective MAJCOM, DRU, or FOA ground safety program.

29. Eligibility. . MAJCOMs, DRUs, and FOAs are eligible for one of two awards given each year--Categories I and II:

- 29.1. Category I: MAJCOMs and the ANG with more than 30,000 military and civilian personnel during the fiscal year.
- 29.2. Category II: MAJCOMs, DRUs, and FOAs with less than 30,000 personnel.

30. Selection Criteria. The Awards Board considers:

- 30.1. Reduction of military and civilian injuries and fatalities is the primary selection criteria.
- 30.2. Effectiveness of program for the mission.
- 30.3. Evaluation results.
- 30.4. Specific mishap prevention activities accomplished during the award year.
- 30.5. Implementation and status of ORM concepts and applications.

NOTE:

Ground mishap prevention accomplishments spanning two or more years merit extra consideration.

31. Nomination Procedures. MAJCOMs, DRUs, and FOAs may submit one nomination for the appropriate category. Include:

- 31.1. A concise narrative describing specific achievements and how they were accomplished and contributed to safety.
- 31.2. Unusual hazards or environmental working conditions.
- 31.3. ORM implementation and successes.
- 31.4. Safety program management and innovations.
- 31.5. Special exercises or deployments.
- 31.6. Additional comments or relevant information.
- 31.7. An unclassified citation.

Section I—Air Force Chief of Safety Special Achievement Award

32. Purpose. This award recognizes an individual or organization for outstanding safety contributions or achievements.

33. Eligibility.

- 33.1. MAJCOMs, DRUs, and FOAs and below organizations
- 33.2. Officers (colonels and below),
- 33.3. Enlisted personnel,
- 33.4. and DAF civilians.

34. Selection Criteria. The Awards Board considers special accomplishments in all areas of mishap prevention. Some examples of actions worthy of consideration are as follows:

- 34.1. Safety investigation board member whose findings contribute to preventing future mishaps.
- 34.2. Unit or person who helps develop programs or concepts that significantly improve Air Force safety programs.
- 34.3. Research or design innovation or system safety management that contributes to the safety of developing weapons systems.

35. Nomination Procedures. MAJCOMs, DRUs, and FOAs may nominate one person or one unit. Include:

- 35.1. A brief summary of specific achievements.
- 35.2. Name, rank, organization.
- 35.3. An unclassified citation.

Section J—Safety Career Professional of the Year Award

36. Purpose. This award recognizes an individual in the safety career field for outstanding contributions to the Air Force safety program.

37. Eligibility. Civilian (GS-018/803 occupational series) and enlisted (Air Force specialty code [AFSC] 1SOX1) safety career fields.

38. Selection Criteria. The Awards Board considers:

- 38.1. Duty performance level above the nominee's grade or rank.
- 38.2. Innovations the nominee developed that reduce mishaps, increase program effectiveness, or enhance the career field.
- 38.3. Incorporation of ORM principles and techniques.
- 38.4. Other awards or recognition from the safety field not outlined in this instruction.
- 38.5. Participation in safety activities of agencies outside the Air Force.
- 38.6. Actions to involve local agencies in Air Force safety programs.
- 38.7. Contributions to safety publications.

39. Nomination Procedures. MAJCOMs, DRUs, and FOAs may submit one nomination. Include:

- 39.1. A narrative justification.
- 39.2. Name, rank, organization.
- 39.3. An unclassified citation.

Section K—Air Force Nuclear Surety Outstanding Achievement Award

40. Purpose. This award recognizes an individual who has significantly contributed to nuclear surety.

41. Eligibility. Air Force military and civilian personnel.

42. Selection Criteria. The Awards Board selects an individual whose outstanding achievements or contributions enhance nuclear surety and reduce the likelihood of nuclear weapon or nuclear power system mishaps.

- 42.1. Weapon Systems. Accomplishments that affect:
 - 42.1.1. Maintenance, handling, or loading quality.
 - 42.1.2. Nuclear logistical movements.
 - 42.1.3. Personnel Reliability Program.
 - 42.1.4. Weapons security.
 - 42.1.5. Technical orders.
 - 42.1.6. Nuclear surety inspection.

- 42.1.7. Education and training.
- 42.1.8. Operational employment.
- 42.1.9. Mishap investigation, reports, and analysis.
- 42.2. Power Systems. Accomplishments that affect:
 - 42.2.1. Operation and maintenance quality.
 - 42.2.2. Security.
 - 42.2.3. Education and training.
 - 42.2.4. Nuclear reactor audits.
 - 42.2.5. Incident investigation, reports, and analysis.
- 42.3. Incorporation of ORM principles and techniques in **42.1.** and **42.2.**

43. Nomination Procedures. The MAJCOM and FOA may submit one nomination. Include:

- 43.1. Name, rank, organization, job title, and an unclassified summary of assigned duties.
- 43.2. Classified or unclassified narrative of how the nominee accomplished specific achievements that improved nuclear surety. Prepare and mail classified nominations per security procedures in AFI 31-401, *Information Security Program Management*.
- 43.3. An unclassified citation.

Section L—Air Force Explosive Safety Outstanding Achievement Award

44. Purpose. This award recognizes an individual who has significantly contributed to explosive safety, including an individual assigned to a missile unit.

45. Eligibility. Air Force military and civilian personnel at all levels.

46. Selection Criteria. The Awards Board considers achievements or contributions that enhance explosive safety by reducing the likelihood of explosive mishaps. Accomplishments that affect:

- 46.1. Maintenance or handling.
- 46.2. Explosive site planning.
- 46.3. Reduction in explosive exemptions, waivers, and deviations.
- 46.4. Technical orders, local directives, etc.
- 46.5. Education and training.
- 46.6. Mishap investigation, reports, and analysis.
- 46.7. Mishap prevention or mitigation.
- 46.8. Incorporation of ORM principles and techniques.

47. Nomination Procedures. MAJCOMs, DRUs, and FOAs may submit one nomination. Include:

- 47.1. Name, rank, organization, job title.
- 47.2. Classified or unclassified narrative of how the nominee accomplished specific achievements that improved explosive safety. Prepare and mail classified nominations per AFI 31-401.
- 47.3. An unclassified citation.

Section M—Air Force Chief of Safety Outstanding Achievement Award for Ground Safety

48. Purpose. This award recognizes the most effective installation-level and Field Operating Agency (FOA) and Direct Reporting Unit (DRU) ground safety programs.

49. Eligibility. Organizations: (1) Headquarters Air Force-level Field Operating Agencies and Direct Reporting Units that have an outstanding ground safety program and did not experience a Class A or B on- or off-duty mishap. (2) Organizations at installation-level that have an outstanding ground safety program, which is staffed by qualified AFSC 1S0XX, GS-018/803 personnel, and did not experience a Class A or B on- or off-duty mishap. Air Force FOAs and DRUs compete for the Category VI award. Any Air Force installation-level organization may compete in one of the following I-V categories:

NOTE:

Organizations that experienced a Class A or B mishap that was the result of factors outside the organization's control are not disqualified from nomination. However, the nomination package must contain a statement of explanation regarding the mishap.

49.1. Category I: Large Operations/Industrial Organization. An organization (wing or wing equivalent or higher) which has a primary mission of producing, maintaining, or rehabilitating military systems and equipment, or has the complete operational control of the installation. This includes test centers, research and development organizations, and composite wing organizations. This organization is the installation host unit.

49.2. Category II: Large Wing Organization. An organization, other than a composite wing, that has three or more squadrons and 4,000 or more people assigned. This organization is the installation host unit.

49.3. Category III: Small Wing Organization. An organization that does not meet the Category I or II wing criteria. This organization must be the installation host unit.

49.4. Category IV: Associate/Tenant Organization. A squadron or higher organization located on a non-parent command installation and has a ground safety program independent of the host ground safety program. **Note:** Organizations in this category are those that have direct reporting to the MAJCOM, DRU, or FOA headquarters.

49.5. Category V: Geographically Separated Unit (GSU) Organization. An organizational element geographically separated from its parent wing organization that is a squadron or higher organization, which has a ground safety program independent of the host unit ground safety program. **Note:** GSU wings are considered in above categories. Squadrons and groups co-located with their parent wing are part of the wing nomination.

49.6. Category VI: Field Operating Agency/Direct Reporting Unit. A headquarters Air Force-level FOA or DRU, other than USAFA, AFOTEC, 11 WG, ANG, and AIA, that has a formally established

ground safety program that is administered for the commander by a designated agency safety representative. USAFA, AFOTEC, 11 WG, ANG, and AIA compete for the Colonel Will L. Tubbs Memorial Award for Ground Safety.

50. Selection Criteria. The Award Board considers:

- 50.1. Organization ground safety performance records and achievements.
- 50.2. Complexity and types of mission tasks.
- 50.3. Unusual hazards or environmental working conditions.
- 50.4. Outstanding feats, including awards received for accomplishments relating to personnel and material preservation in the period the nomination covers.
- 50.5. Educational and publicity material developed for Air Force or MAJCOM, DRU, and FOA publications.
- 50.6. Safety program management as measured by mishap experience and assessments of the unit by a higher organizational element.
- 50.7. Organization has a positive indicator for the metrics reflected in the USAF and USAF Safety Strategic Plans.
- 50.8. Efforts by the organization to further the integration and sustainment of ORM.

51. Nomination Procedures. MAJCOMs, DRUs, and FOAs may submit one nomination per category. Include:

- 51.1. A concise narrative describing specific achievements and how they were accomplished and contributed to safety.
- 51.2. Unusual hazards or environmental working conditions.
- 51.3. ORM implementation and successes.
- 51.4. Safety program management.
- 51.5. Special exercises or deployments.
- 51.6. Additional comments or relevant information.
- 51.7. An unclassified citation.

Section N—Air Force Chief of Safety Aircrew of Distinction Award

52. Purpose. This award recognizes at least two aircrew members up to an entire aircrew in averting a mishap or minimizing the seriousness of an aircraft emergency situation.

53. Eligibility. Aircrews or at least two individual members of an aircrew.

- 53.1. An aircrew may not receive this award and a member of the same aircrew receive the Koren Kolligian, Jr., Trophy for the same event.

54. Selection Criteria. The Awards Board selects the aircrew or aircrew members that most successfully coped with an emergency situation.

54.1. The emergency must have resulted from any of these situations:

54.1.1. Mechanical difficulty while inflight or on the ground.

54.1.2. A significant inflight incident that could have resulted in serious injury, loss of life, or the aircraft. This category may include serious cargo mishaps such as fuel spills or shifting loads.

54.1.3. Environmental factors beyond the aircrew's control.

54.1.4. Non-aircrew personnel errors in the air or on the ground.

54.2. Each aircrew member nominated must have contributed to resolution of the emergency.

54.3. Aircrews who prevented a potential mishap that was caused by their own misdeeds, lack of judgment, or foolhardy or excessive risk-taking are ineligible.

55. Nomination Procedures.

55.1. The emergency situation must have occurred in the award fiscal year.

55.2. Each MAJCOM, DRU, and FOA may make one aircrew nomination or nominate at least two individuals of an aircrew. Include:

55.2.1. The aircrew's or aircrew individuals' organization and the name, rank, duty assignment, duty Air Force specialty code (DAFSC), date of the event, and type of aircraft.

55.2.2. An unclassified description detailed enough for the Awards Board to evaluate the emergency and what corrective action each aircrew member took.

55.2.3. An unclassified citation.

Section O—Flight Safety Plaques

56. Purpose. These awards recognize Air Force organizations below numbered Air Force level for outstanding mishap prevention.

57. Eligibility.

57.1. All flying wings and groups, including squadrons or detachments organizationally and operationally distinct, and geographically remote from the parent organization per AFDIR 37-135. Credit the unit with its own flying time.

57.2. Units that had a Class A or B mishap, excluding FOD and birdstrike mishaps, in the award year are usually ineligible. The MAJCOM, DRU, and FOA may nominate a unit that had no control over a mishap and meets all other criteria, but must send a detailed explanation with the nomination.

58. Selection Criteria. Selections are based on each MAJCOM's, DRU's, and FOA's allotment and the command priority preference list.

58.1. The MAJCOM, DRU, and FOA allotment depends on percentages of the total USAF flying hours and sorties flown. In some cases, this formula needs a little adjusting for the aircraft types, unusual hazards or environmental working conditions, and outstanding unit accomplishments. Con-

sideration will be given to awarding at least one plaque to each nominating command to promote safety interest and awareness.

58.2. Incorporation of ORM principles and techniques.

59. Nomination Procedures. Units nominate themselves. MAJCOMs, DRUs, and FOAs verify the information, select units, prioritize the selected units, and send a prioritized list and each unit's nomination. Include:

59.1. Name of unit.

59.2. Location of nominated unit and parent unit.

59.3. Diversity of aircraft. List each type and model of aircraft the unit flies.

59.4. Flying hours by aircraft type.

59.5. Date of last Class A or B mishap, excluding FOD and birdstrikes.

59.6. Summary of Achievements. Summarize the unit's flight safety achievements during the award period, including ORM implementation and successes, exercises, deployments, higher headquarters inspections, submission of material, technical data, or flight manual deficiencies, etc., on no longer than a typewritten page.

Section P—Missile Safety Plaques

60. Purpose. These awards recognize organizations below MAJCOM and FOA level for outstanding achievement and contribution to missile safety.

61. Eligibility. Units that had a Class A or B missile mishap in the award year due to personnel error are usually ineligible. The MAJCOM and FOA may nominate a unit that had no control over a mishap and meets all other criteria. Eligible organizations:

61.1. Category I: FOAs, wings, groups, or separate operating squadrons or detachments that own, use, or maintain air-launched missiles. Missile support organizations that help air-launched missile safety through research, design, development, material engineering, range safety, or launch support.

61.2. Category II: FOAs, wings, groups, or separate operating squadrons or detachments that own, use, launch, or maintain ground-launched missiles. Missile support organizations that help ground-launched missile safety through research, design, development, material engineering, range safety, or launch support.

61.3. Category III: FOAs, wings, groups, or separate operating squadrons or detachments that own, use, launch, or maintain remotely piloted vehicles.

62. Selection Criteria. The Award Board considers significant improvements in any of the following based on ORM principles or risk-based assessments:

62.1. Unit achievements and contributions to missile safety.

62.2. The complexity and types of missiles and the tasks supporting the mission.

62.3. Unusual hazards or environmental working conditions.

- 62.4. Outstanding accomplishments, including awards related to missile safety in the nomination period.
- 62.5. Technical order changes, hazard reports, product quality deficiency reports submitted.
- 62.6. Safety education and publicity material for Air Force or command safety publications.
- 62.7. Material improvements, research, development, or test programs that contribute to missile safety.
- 62.8. Safety program management measured by mishap experience and higher headquarters inspections.

63. Nomination Procedures. MAJCOMs and FOAs send nominations with a prioritized list of nominated units. (Do not include any other correspondence.) Include:

- 63.1. Unit name, nomination category, and location.
- 63.2. Mission. (Explain complexity and number of tasks.)
- 63.3. Hazardous or environmental operating conditions.
- 63.4. Outstanding operational accomplishments.
- 63.5. Actions taken to prevent mishaps.
- 63.6. Educational and publicity materials.
- 63.7. Material improvements.
- 63.8. Safety program management.
- 63.9. Additional comments or relevant information, to include ORM implementation and successes.

Section Q—Explosives Safety Plaques

64. Purpose. These awards recognize organizations below MAJCOM, DRU, and FOA level for outstanding achievement in, or contribution to, explosives safety.

65. Eligibility. Units whose personnel error caused a Class A or B explosives mishap in the award year are usually ineligible. The MAJCOM, DRU, and FOA may nominate a unit that had no control over a mishap and meets all other criteria.

- 65.1. Category I: Centers, wings, groups, separate operating squadrons or detachments, or comparable organizations actively engaged in explosives operations.
- 65.2. Category II: Organizations that contribute to explosives safety through research, design, test and evaluation, logistics, or training.

66. Selection Criteria. The Awards Board considers significant improvements in any of the following based on ORM principles or risk-based assessments:

- 66.1. Achievements and contributions to prevent mishaps involving explosives.
- 66.2. Complexity and types of munitions and tasks supporting the mission.

- 66.3. Unusual hazards or environmental working conditions.
- 66.4. Outstanding feats, including awards received for accomplishments relating to explosives safety in the period the nomination covers.
- 66.5. Technical order changes, hazard report, product quality deficiency reports submitted.
- 66.6. Operational procedures setup.
- 66.7. Educational and publicity material developed for Air Force or command publications.
- 66.8. Material improvements, research, development, and testing that contributes to explosives safety programs.
- 66.9. Safety program management, measured by mishap experience and inspection.
- 66.10. Other information about explosives safety.

67. Nomination Procedures. The MAJCOM, DRU, and FOA may nominate organizations in each eligible category, with a prioritized list of nominated organizations for each category. Support nominations with clear, concise, and pertinent facts. Include:

- 67.1. Unit name, nomination category, and location.
- 67.2. Mission. (Explain complexity and number of tasks.)
- 67.3. Hazardous or environmental operating conditions.
- 67.4. Outstanding operational accomplishments.
- 67.5. Actions taken to prevent mishaps.
- 67.6. Educational and publicity materials.
- 67.7. Material improvements.
- 67.8. Safety program management.
- 67.9. Additional comments or relevant information, to include ORM implementation and successes.

Section R—Space Safety Plaques

68. Purpose. These awards recognize organizations below the MAJCOM level for outstanding achievement in, or contribution to, space safety.

69. Eligibility. Units that manufacture, handle launch, or command and control space assets. This excludes:

- 69.1. ICBMs that **Section P** covers.
- 69.2. Units that had a Class A or B space mishap in the award year due to personnel error are usually ineligible. The MAJCOM may nominate a unit that had no control over a mishap and meets all other criteria.

70. Selection Criteria. The Awards Board considers:

- 70.1. Unit achievements and contributions to space safety.

- 70.2. Complexity and types of equipment used and the tasks supporting the mission.
- 70.3. Unusual hazards or environmental working conditions.
- 70.4. Outstanding accomplishments, including awards related to space safety during the nomination period.
- 70.5. Extraordinary success in launch, early orbit, and space operations.
- 70.6. Technical order changes, hazard reports, material deficiency reports submitted.
- 70.7. Software changes or improvements.
- 70.8. Educational safety and publicity material developed for Air Force, command, or other safety publications.
- 70.9. Material improvements, research, development, test programs, software improvements, or operational procedures that contribute to space safety.
- 70.10. Safety program management measured by mishap experience and higher headquarters inspections.
- 70.11. Incorporation of ORM principles and techniques.

71. Nomination Procedures. The MAJCOM sends nominations with a prioritized list of nominated units. (Do not include any other correspondence.) Include:

- 71.1. Unit name and location.
- 71.2. Mission. (Explain complexity and number of tasks.)
- 71.3. Hazardous or environmental operating conditions.
- 71.4. Outstanding operational accomplishments.
- 71.5. Actions taken to prevent mishaps.
- 71.6. Educational and publicity materials.
- 71.7. Material improvements.
- 71.8. Safety program management.
- 71.9. Additional comments or relevant information, to include ORM implementation and successes.

Section S—Nuclear Surety Plaques

72. Purpose. These awards recognize organizations below MAJCOM and FOA level for outstanding achievements or contributions to the Air Force nuclear weapon system and nuclear power system programs.

73. Eligibility. Any Air Force organization with a nuclear-related mission may compete in one category.

- 73.1. Category I: Wings, groups, squadrons, detachments, or comparable organizations that handle, mate or demate, maintain, load or unload, employ, launch, or store nuclear weapons.

73.2. Category II: Organizations responsible for nuclear weapon research, design, or development or organizations with engineering, logistical airlift, training, or contingency missions that involve nuclear weapons or nuclear components.

73.3. Category III: Wings, groups, squadrons, detachments, or comparable organizations that design, construct, test, maintain, or operate nuclear reactor facilities.

74. Selection Criteria. The Awards Board considers significant improvements in any of the following based on ORM principles or risk-based assessments:

74.1. Unit nuclear surety performance records and achievements.

74.2. The complexity and types of support tasks the mission requires.

74.3. Results of nuclear surety inspections by higher headquarters. (A less than satisfactory rating during the award period disqualifies the unit.)

74.4. Policies, programs, or procedures that reduce the possibility of a nuclear mishap or improve operational or maintenance effectiveness.

74.5. Quality of nuclear mishap investigation, reports, and analysis.

74.6. Nuclear logistical movements.

74.7. Research, design, development, engineering, logistics, transportation, and material that contribute to nuclear surety.

74.8. Improvements to loading procedures and maintenance tasks.

74.9. Management of the unit's nuclear surety program.

74.10. Demonstrated ability to act appropriately during an actual incident.

74.11. Security program management that includes proficient security forces, security planning, upgrade programs, and entry control procedures.

75. Nominating Procedures. Units nominate themselves to their MAJCOM or FOA. If more than one unit nominates itself, the MAJCOM or FOA validates the information, selects and prioritizes units, and sends a prioritized list with:

75.1. Unit name and nomination category (I, II, or III).

75.2. Classified or unclassified narrative about significant achievements based on the selection criteria in paragraph 74. and their impact on nuclear surety. Prepare and mail classified nominations per security procedures in AFI 31-401.

Section T—National Safety Council (NSC) Awards

76. Purpose. Three plaques and an engraved letter from the President of the NSC recognize mishap reduction in ground safety. Air Force organizations below MAJCOM, DRU, and FOA level that significantly reduce ground mishaps may be considered for:

76.1. Award of Honor.

76.2. Award of Merit.

76.3. Award of Commendation.

76.4. President's Award Letter.

77. Eligibility. Organizations below MAJCOM, DRU, and FOA level that meet personnel number requirements and lose no workdays because of an on-duty reportable mishap. Units with imperfect records are eligible if they have no on-duty fatalities and meet the specified rate reduction and personnel numbers requirements. Fatalities caused by factors outside the unit's control do not disqualify the unit.

77.1. Award of Honor and Award of Merit: Wings and groups with 1000 personnel (civilian and military) or more.

77.2. Award of Commendation: Organizations with 500 to 999 personnel (civilian and military). Units must be organizationally and operationally distinct. They must also be geographically remote from the parent organization per AFDIR 37-135.

77.3. President's Award Letter: Organizations with 50 to 499 personnel (civilian and military). These units must be organizationally, operationally, and geographically separate from the parent organization per AFDIR 37-135.

78. Selection Criteria.

78.1. General Information. Selection is based on the organization's on-duty composite ground mishap rate. (The total number of civilians and military injuries and fatalities per 200,000 work hours.)

78.2. Award of Honor. To receive the highest award, an eligible organization must have:

78.2.1. A perfect record or a reduction of 10 percent or more in the ground mishap rate compared to the average of the 2 previous fiscal years.

78.2.2. A composite rate better than the Air Force composite rate for the fiscal award year and better than its own rate for the previous fiscal year.

78.2.3. Zero on-duty ground mishap fatalities.

78.3. Award of Merit. To receive the second highest award, an eligible organization must have:

78.3.1. A perfect record or a reduction of at least 5 percent in the ground mishap rate compared to the average of the 2 previous fiscal years.

78.3.2. A composite rate better than the Air Force composite rate for the fiscal year.

78.3.3. Zero on-duty ground mishap fatalities.

78.4. Award of Commendation. To receive this award, smaller organizations must meet the criteria for the Award of Merit.

78.5. President's Award Letter. An organization must have a perfect ground mishap record in the fiscal year.

78.6. HQ AFSC will issue the USAF composite rate via message to the MAJCOMs, DRUs, and FOAs after 1 January of the calendar year for the prior fiscal year mishap rate, so they can determine their units' eligibility for their respective NSC awards.

79. Nomination Procedures.

- 79.1. Units nominate themselves to their MAJCOM, DRU, or FOA using the format at **Attachment 2**.
- 79.2. MAJCOMs, DRUs, and FOAs, at their option, will determine their subordinate unit recipients and handle all actions regarding their unit awards with the NSC.

Section U—Aero Club Safety Certificates

80. Purpose. Safety certificates promote aviation safety and award the Air Force Aero Clubs for flight safety achievements.

81. Eligibility. All Air Force Aero Clubs listed in the *USAF Aero Club Directory* that HQ AFSVA/SVP compiles and maintains are eligible if they reported no mishap due to pilot error, maintenance, or supervision. The MAJCOM, DRU, and FOA may nominate an Aero Club that had no control over a mishap and meets all other criteria; however, a detailed explanation must be sent with the nomination. Consideration must be given to the Aero Club's incorporation of ORM principles and techniques.

82. Nomination Procedures.

- 82.1. Aero Club safety officers, together with the wing or base safety officer, advise the MAJCOM, DRU, or FOA through command channels of a club's eligibility.
- 82.2. MAJCOMs, DRUs, and FOAs verify the data and satisfactory safety program management, and forward approved nominations.
- 82.3. A brief summary of the club's safety accomplishments. Include:
- 82.3.1. Name of club.
 - 82.3.2. Location of club and parent command.
 - 82.3.3. Diversity of aircraft. List each type and model of aircraft the club flies.
 - 82.3.4. Date of last Class A or B mishap, excluding FOD and birdstrikes.
 - 82.3.5. Summary of Achievements. Summarize the club's flight safety achievements during the award period, including ORM implementation and successes, and higher headquarters inspections in a paragraph no longer than a typewritten page.

Section V—Well Done Award

83. Purpose. This award recognizes personnel whose outstanding airmanship or support to aircrew prevented, or reduced the impact of, a serious flight mishap.

84. Eligibility. Pilots, other aircrew members, and people who support flight operations directly.

85. Selection Criteria. Demonstrated skill or ingenuity that prevented or reduced injury to personnel, loss of life, or aircraft or other property damage.

- 85.1. The skill or ingenuity must be above that expected of personnel with like training and experience in a like situation.

85.2. Error or neglect disqualifies the nominee, even though the nominee's later actions satisfy other criteria.

86. Nomination Procedures. Any person, other than the nominee, who knows about an individual's action may send a nomination to the MAJCOM, DRU, or FOA safety office. Include:

86.1. Nominee's name, organization, DOS, date of event, and type of aircraft.

86.2. A brief, unclassified description of the event that prompted the nomination, including how each nominated individual acted. The narrative must specifically and factually tell how serious the incident was and how nominees took action. Avoid generalities, broad or vague terms, local acronyms, contractions, abbreviations, or restatement of normal duties.

86.3. If there are multiple nominations, a write-up must be prepared for each nominee stating what that particular individual did to prevent the mishap. However, a cover letter can be included listing all of the individuals nominated.

86.4. A photograph showing the nominee or nominees clearly (glossy 8 x 10 inch preferred), as this award is published in the *Flying Safety* magazine. It may be a photograph taken either beside the aircraft or in the work environment. Do not staple the photograph to accompanying documents.

86.5. The MAJCOM, DRU, or FOA safety office reviews and endorses the nomination before forwarding it to HQ AFSC/SEF.

86.6. HQ AFSC/SEF must receive nominations within six months after the event.

Section W—Air Force Safety Hall of Fame Award

87. Purpose. This award recognizes individuals who have made singularly unique contributions to safety in general and the USAF Mishap Prevention Program in particular. These contributions made over an extended period of time should result in enduring and significant improvements in safety. These achievements will demonstrably enhance the Air Force's mishap prevention program as sustained superior safety performance, both now and in the future. The performance and contributions of the nominee should be generally recognized by his or her peers as being of unequalled excellence. As a consequence of these standards, this award is infrequently conferred.

88. Eligibility. Primarily intended for, but not limited to, career military and civilian safety personnel. Non-career nominees must meet exacting standards wherein their short-term contributions to safety are judged to be of unparalleled significance.

89. Selection Criteria. The Awards Board considers:

89.1. MAJCOM, DRU, and FOA nominations.

89.2. HQ USAF/SE and HQ AFSC nominations.

89.3. Persons whose contributions to Air Force safety and mishap prevention are of an unprecedented and enduring significance.

NOTE:

The Awards Board expeditiously reviews the nominations on an ad hoc, case-by-case basis.

90. Nomination Procedures and Presentation. The nomination package will consist of:

90.1. A cover letter to the Air Force Chief of Safety not later than 30 days prior to retirement nominating the individual, with rank or grade, title, DOS, and organization.

90.2. A narrative justification that is clear and concise, with sufficient information to explain the nature and results of the individual's achievements. The achievements must have significantly improved Air Force safety by reducing mishaps, improved safety policies, guidance or procedures. The narrative must also demonstrate that the individual's initiative(s) or process improvements accomplished were above and beyond the scope of his or her normal position duties.

90.3. All acronyms and names, which are non-USAF or no longer existing, must be defined and objectives of those programs explained.

90.4. Submissions should be at least one single-spaced typed page and not more than two single-spaced typed pages, and include a 5 x 7 inch glossy photograph of the nominee.

90.5. Presentation: The nominating official will be notified of the results. A plaque commemorating the individual's induction will be sent to the nominating official for presentation. The inductee's name will be inscribed into a permanent register on display at the Air Force Safety Center.

Section X—Safe Driver Award

91. Purpose. This award recognizes personnel for the safe operation of Air Force-owned motor vehicles. This program is optional; implementation and program criteria are determined by the MAJCOM, DRU, FOA, or implementing base. The award is not an Air Force-level award. However, the Air Force authorizes use of AF Form 193, *Safe Driver Award Certificate*, because the award is common in more than one MAJCOM, DRU, and FOA.

92. Description. AF Form 193 may be used to recognize safe driving. This certificate is for 5, 10, 15, and 20 years of safe driving.

TIMOTHY A. PEPPE, Major General, USAF
Chief of Safety

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations Programs*

AFI 24-101, *Passenger Movement*

AFI 31-401, *Information Security Program Management*

AFI 36-2805, *Special Trophies and Awards*

AFMAN 37-139, *Records Disposition Schedule*

AFDIR 37-135, *Air Force Address Directory*

Abbreviations and Acronyms

AFOTEC—Air Force Operational Test and Evaluation Center

AFRC—Air Force Reserve Command

AF/SE—Air Force Chief of Safety

AIA—Air Intelligence Agency

ANG—Air National Guard

Awards Board—Air Force Safety Awards Board

DAFC—Department of the Air Force Civilian

DAFSC—Duty Air Force Specialty Code

DOS—Date of Separation

DRU—Direct Reporting Unit

FOA—Field Operating Agency

FOD—Foreign Object Damage

GSU—Geographically Separated Unit

HQ AFSC/SEP—Headquarters Air Force Safety Center, Policy, Plans, and Programs Division

HQ AFSVA/SVP—Headquarters Air Force Service Agency

HQ USAF/SE—The Air Force Chief of Safety

MAJCOM—Major Command

NSC—National Safety Council

ORM—Operational Risk Management

SICOFAA—System of Cooperation Among the Air Forces of the Americas

USAF—United States Air Force

USAFA—United States Air Force Academy

Attachment 2

FORMAT FOR NATIONAL SAFETY COUNCIL AWARD NOMINATIONS

A2.1. Format for National Safety Council Award Nominations .

A2.1.1. Fiscal Year _____

A2.1.2. Instructions:

A2.1.3. Submit Figure A2.1., Nomination Worksheet, on regular bond or tabulated paper.

A2.1.4. Exclude all instructions (this block, or those enclosed in parentheses, and omit sections that do not apply to your organization)

A2.1.5. Bottom margin must be a minimum of 1 and 1/2 inches.

A2.1.6. Follow procedure line by line, unless instructions indicate otherwise.

A2.1.7. AFRC and ANG units must review paragraph A2.2. and modify as applicable.

Figure A2.1. Nomination Worksheet.Nominee Organization, Installation:Parent Organization: (Omit if not applicable or nominee strength exceeds 999.)Intermediate Command: (Omit if not applicable or nominee strength exceeds 999.)MAJCOM, DRU, or FOA:

1. Average monthly strengths: (FY total strength/12)

A. Military _____ B. Civilian _____ C. Combined _____

2. Manhours of Exposure: (Combined strengths, line 1C x 2016) (Omit if combined strength is less than 500.) Total: _____

3. Lost workday injuries and fatalities, military and civilian:

A. Injuries _____ B. Fatalities _____

C. Total injuries and fatalities (A + B) _____

(IF COMBINED STRENGTH IS LESS THAN "500" OMIT SECTIONS 4, 5, 6, AND GO TO 7D.)

4. Present composite rate: (line 3C x 200,000 divided by line 2, expressed to four decimal points)_____.

5. Previous years' composite rates and average:

A. FY _____ (2 years' previous). _____

B. FY _____ (last fiscal year). _____

C. Average (A + B divided by 2). _____

6. Final computations:

line 4. _____

(minus) - line 5C. _____

A. Difference = _____ (indicate as "+" or "-")

B. Percentage (line 6A divided by line 5C x 100 _____)

(indicate as "+" or "-")

C. USAF composite rate for present FY: _____

7. Eligibility: (indicate "yes" or "no" as appropriate) Answers must be "yes" to proceed to next question. If "no," omit entire section and proceed as directed.

A. Award of Honor:

(1) Combined strength (line 1C) greater than 999? _____ (If no, go to 7C.)

(2) Percentage reduction 10% or more? _____ (line 6B between -100.00 and -10.00. If no, go to 7B.)

(3) Zero on-duty ground fatalities? _____ (line 3B. If no, unit is disqualified, go to 8.)

(4) Composite rate lower than USAF rate? _____ (line 4 less than line 6C. If no, unit is disqualified, go to 8.)

(5) Present composite rate lower than previous year's rate? _____ (line 4 less than line 5B. If no, go to 7B.)

(IF ALL ANSWERS ARE "YES," OMIT 7B, C AND D, GO TO 8.)

B. Award of Merit:

(1) Combined strength (line 1C) greater than 999? _____ (If no, go to 7C.)

(2) Percentage reduction 5% or more? _____ (line 6B between -100.00 and -5.00. If no, unit is disqualified, go to 8.)

(3) Zero on-duty ground facilities? _____ (line 3B. If no, unit is disqualified, go to 8.)

(4) Composite rate lower than USAF rate? _____ (line 4 less than line 6C. If no, unit is disqualified, go to 8.)

C. Award of Commendation:

(1) Combined strength (line 1C) between 500 and 999? _____ (If no, go to 7D.)

(2) Unit geographically separate from parent unit? _____ (If no, unit is disqualified, go to 8.)

(3) Percentage reduction 5% or more? _____ (line 6B between -100.00 and -5.00. If no, unit is disqualified, go to 8.)

(4) Zero on-duty ground fatalities? _____ (line 3B. If no, unit is disqualified, go to 8.)

(5) Composite rate lower than USAF rate? _____ (line 4 less than line 6C. If no, unit is disqualified, go to 8.)

(IF ALL ANSWERS ARE YES, OMIT 7D AND GO TO 8.)

D. President's Award Letter:

- (1) Combined strength (line 1C) between 50 and 499? _____ (If no, unit is disqualified, go to 8.)
- (2) Unit geographically separate from parent unit? _____ (If no, unit is disqualified, go to 8.)
- (3) Perfect mishap record? _____ (line 3C equals zero. If no, unit is disqualified, go to 8.)

8. Preparer's Signature, Name, Grade and Date. (Omit signature if electronically submitted to MAJCOM, DRU, or FOA.)

9. MAJCOM, DRU, or FOA Reviewer's Name.

A2.2. AFRC and ANG units with combined strengths exceeding 499 must modify Figure A2.1. as follows:

A2.2.1. Item 1, Line A - the military average monthly personnel is multiplied by 672 for AFRC units or 566.4 for ANG units.

A2.2.2. Item 1, Line B - the civilian average monthly personnel is multiplied by 2016.

A2.2.3. Item 1, Line C - the total of Line 1A and Line 1B.

A2.2.4. Item 2 - Manhours of Exposure: (Combined strengths, line 1C x 2016) (Omit if combined strength is less than 500.)

A2.2.5. Item 3 - Lost workday injuries and fatalities, military and civilian:

a. Injuries _____ B. Fatalities _____

C. Total injuries and fatalities (A + B) _____

A2.2.6. Item 4 - Present composite rate equals Line 3C multiplied by 200,000, divided by Line 2, carried out to four decimal points.

A2.2.7. Complete the rest of Figure A2.1. as needed.

Attachment 3

IC 2000-1 TO AFI 36-2833, SAFETY AWARDS

SUMMARY OF REVISIONS

This change adds the requirement to submit nominations using Air Force Form 1206, *Nomination for Award*, and changes other wording. In paragraph 2.2.4.2., the first sentence now reads “Nomination submittals are limited to two single-spaced, typewritten pages, and will be submitted on Air Force Form 1206, *Nomination for Award*, using either a bullet or paragraph format.” It lists a new award, Air Force Chief of Safety Aircrew of Distinction Award in paragraph 2.4.1.7. and lists the Well Done Award in new paragraph 2.4.1.8. It adds the new Air Force Chief of Safety Aircrew of Distinction Award as **Section N**, thereby re-alphabetizing the remaining sections and renumbering the remaining paragraphs. Paragraph 86.3. is changed to read “If there are multiple nominations, a write-up must be prepared for each nominee stating what that particular individual did to prevent the mishap.” A bar (|) indicates revision from the previous edition.

2.2.4.2. Nomination submittals are limited to two single-spaced, typewritten pages, and will be submitted on Air Force Form 1206, *Nomination for Award*, using either a bullet or paragraph format. If your MAJ-COM, DRU, or FOA concurs, nominations may be submitted electronically.

2.4.1.7. Air Force Chief of Safety Aircrew of Distinction Award

2.4.1.8. Well Done Award

Section N—Air Force Chief of Safety Aircrew of Distinction Award

52. Purpose. This award recognizes at least two aircrew members up to an entire aircrew in averting a mishap or minimizing the seriousness of an aircraft emergency situation.

53. Eligibility. Aircrews or at least two individual members of an aircrew.

53.1. An aircrew may not receive this award and a member of the same aircrew receive the Koren Kolligan, Jr., Trophy for the same event.

54. Selection Criteria. The Awards Board selects the aircrew or aircrew members that most successfully coped with an emergency situation.

54.1. The emergency must have resulted from any of these situations:

54.1.1. Mechanical difficulty while inflight or on the ground.

54.1.2. A significant inflight incident that could have resulted in serious injury, loss of life, or the aircraft. This category may include serious cargo mishaps such as fuel spills or shifting loads.

54.1.3. Environmental factors beyond the aircrew's control.

54.1.4. Non-aircrew personnel errors in the air or on the ground.

54.2. Each aircrew member nominated must have contributed to resolution of the emergency.

54.3. Aircrews who prevented a potential mishap that was caused by their own misdeeds, lack of judgment, or foolhardy or excessive risk-taking are ineligible.

55. Nomination Procedures.

55.1. The emergency situation must have occurred in the award fiscal year.

55.2. Each MAJCOM, DRU, and FOA may make one aircrew nomination or nominate at least two individuals of an aircrew. Include:

55.2.1. The aircrew's or aircrew individuals' organization and the name, rank, duty assignment, duty Air Force specialty code (DAFSC), date of the event, and type of aircraft.

55.2.2. An unclassified description detailed enough for the Awards Board to evaluate the emergency and what corrective action each aircrew member took.

55.2.3. An unclassified citation.

Section O—Flight Safety Plaques

56. Purpose. These awards recognize Air Force organizations below numbered Air Force level for outstanding mishap prevention.

57. Eligibility.

57.1. All flying wings and groups, including squadrons or detachments organizationally and operationally distinct, and geographically remote from the parent organization per AFDIR 37-135. Credit the unit with its own flying time.

57.2. Units that had a Class A or B mishap, excluding FOD and birdstrike mishaps, in the award year are usually ineligible. The MAJCOM, DRU, and FOA may nominate a unit that had no control over a mishap and meets all other criteria, but must send a detailed explanation with the nomination.

58. Selection Criteria. Selections are based on each MAJCOM's, DRU's, and FOA's allotment and the command priority preference list.

58.1. The MAJCOM, DRU, and FOA allotment depends on percentages of the total USAF flying hours and sorties flown. In some cases, this formula needs a little adjusting for the aircraft types, unusual hazards or environmental working conditions, and outstanding unit accomplishments. Consideration will be given to awarding at least one plaque to each nominating command to promote safety interest and awareness.

58.2. Incorporation of ORM principles and techniques.

59. Nomination Procedures. Units nominate themselves. MAJCOMs, DRUs, and FOAs verify the information, select units, prioritize the selected units, and send a prioritized list and each unit's nomination. Include:

59.1. Name of unit.

59.2. Location of nominated unit and parent unit.

59.3. Diversity of aircraft. List each type and model of aircraft the unit flies.

59.4. Flying hours by aircraft type.

59.5. Date of last Class A or B mishap, excluding FOD and birdstrikes.

59.6. Summary of Achievements. Summarize the unit's flight safety achievements during the award period, including ORM implementation and successes, exercises, deployments, higher headquarters inspections, submission of material, technical data, or flight manual deficiencies, etc., on no longer than a typewritten page.

Section P—Missile Safety Plaques

60. Purpose. These awards recognize organizations below MAJCOM and FOA level for outstanding achievement and contribution to missile safety.

61. Eligibility. Units that had a Class A or B missile mishap in the award year due to personnel error are usually ineligible. The MAJCOM and FOA may nominate a unit that had no control over a mishap and meets all other criteria. Eligible organizations:

61.1. Category I: FOAs, wings, groups, or separate operating squadrons or detachments that own, use, or maintain air-launched missiles. Missile support organizations that help air-launched missile safety through research, design, development, material engineering, range safety, or launch support.

61.2. Category II: FOAs, wings, groups, or separate operating squadrons or detachments that own, use, launch, or maintain ground-launched missiles. Missile support organizations that help ground-launched missile safety through research, design, development, material engineering, range safety, or launch support.

61.3. Category III: FOAs, wings, groups, or separate operating squadrons or detachments that own, use, launch, or maintain remotely piloted vehicles.

62. Selection Criteria. The Award Board considers significant improvements in any of the following based on ORM principles or risk-based assessments:

62.1. Unit achievements and contributions to missile safety.

62.2. The complexity and types of missiles and the tasks supporting the mission.

62.3. Unusual hazards or environmental working conditions.

62.4. Outstanding accomplishments, including awards related to missile safety in the nomination period.

- 62.5. Technical order changes, hazard reports, product quality deficiency reports submitted.
- 62.6. Safety education and publicity material for Air Force or command safety publications.
- 62.7. Material improvements, research, development, or test programs that contribute to missile safety.
- 62.8. Safety program management measured by mishap experience and higher headquarters inspections.

63. Nomination Procedures. MAJCOMs and FOAs send nominations with a prioritized list of nominated units. (Do not include any other correspondence.) Include:

- 63.1. Unit name, nomination category, and location.
- 63.2. Mission. (Explain complexity and number of tasks.)
- 63.3. Hazardous or environmental operating conditions.
- 63.4. Outstanding operational accomplishments.
- 63.5. Actions taken to prevent mishaps.
- 63.6. Educational and publicity materials.
- 63.7. Material improvements.
- 63.8. Safety program management.
- 63.9. Additional comments or relevant information, to include ORM implementation and successes.

Section Q—Explosives Safety Plaques

64. Purpose. These awards recognize organizations below MAJCOM, DRU, and FOA level for outstanding achievement in, or contribution to, explosives safety.

65. Eligibility. Units whose personnel error caused a Class A or B explosives mishap in the award year are usually ineligible. The MAJCOM, DRU, and FOA may nominate a unit that had no control over a mishap and meets all other criteria.

- 65.1. Category I: Centers, wings, groups, separate operating squadrons or detachments, or comparable organizations actively engaged in explosives operations.
- 65.2. Category II: Organizations that contribute to explosives safety through research, design, test and evaluation, logistics, or training.

66. Selection Criteria. The Awards Board considers significant improvements in any of the following based on ORM principles or risk-based assessments:

- 66.1. Achievements and contributions to prevent mishaps involving explosives.
- 66.2. Complexity and types of munitions and tasks supporting the mission.
- 66.3. Unusual hazards or environmental working conditions.

- 66.4. Outstanding feats, including awards received for accomplishments relating to explosives safety in the period the nomination covers.
- 66.5. Technical order changes, hazard report, product quality deficiency reports submitted.
- 66.6. Operational procedures setup.
- 66.7. Educational and publicity material developed for Air Force or command publications.
- 66.8. Material improvements, research, development, and testing that contributes to explosives safety programs.
- 66.9. Safety program management, measured by mishap experience and inspection.
- 66.10. Other information about explosives safety.

67. Nomination Procedures. The MAJCOM, DRU, and FOA may nominate organizations in each eligible category, with a prioritized list of nominated organizations for each category. Support nominations with clear, concise, and pertinent facts. Include:

- 67.1. Unit name, nomination category, and location.
- 67.2. Mission. (Explain complexity and number of tasks.)
- 67.3. Hazardous or environmental operating conditions.
- 67.4. Outstanding operational accomplishments.
- 67.5. Actions taken to prevent mishaps.
- 67.6. Educational and publicity materials.
- 67.7. Material improvements.
- 67.8. Safety program management.
- 67.9. Additional comments or relevant information, to include ORM implementation and successes.

Section R—Space Safety Plaques

68. Purpose. These awards recognize organizations below the MAJCOM level for outstanding achievement in, or contribution to, space safety.

69. Eligibility. Units that manufacture, handle launch, or command and control space assets. This excludes:

- 69.1. ICBMs that **Section P** covers.
- 69.2. Units that had a Class A or B space mishap in the award year due to personnel error are usually ineligible. The MAJCOM may nominate a unit that had no control over a mishap and meets all other criteria.

70. Selection Criteria. The Awards Board considers:

- 70.1. Unit achievements and contributions to space safety.
- 70.2. Complexity and types of equipment used and the tasks supporting the mission.
- 70.3. Unusual hazards or environmental working conditions.
- 70.4. Outstanding accomplishments, including awards related to space safety during the nomination period.
- 70.5. Extraordinary success in launch, early orbit, and space operations.
- 70.6. Technical order changes, hazard reports, material deficiency reports submitted.
- 70.7. Software changes or improvements.
- 70.8. Educational safety and publicity material developed for Air Force, command, or other safety publications.
- 70.9. Material improvements, research, development, test programs, software improvements, or operational procedures that contribute to space safety.
- 70.10. Safety program management measured by mishap experience and higher headquarters inspections.
- 70.11. Incorporation of ORM principles and techniques.

71. Nomination Procedures. The MAJCOM sends nominations with a prioritized list of nominated units. (Do not include any other correspondence.) Include:

- 71.1. Unit name and location.
- 71.2. Mission. (Explain complexity and number of tasks.)
- 71.3. Hazardous or environmental operating conditions.
- 71.4. Outstanding operational accomplishments.
- 71.5. Actions taken to prevent mishaps.
- 71.6. Educational and publicity materials.
- 71.7. Material improvements.
- 71.8. Safety program management.
- 71.9. Additional comments or relevant information, to include ORM implementation and successes.

Section S—Nuclear Surety Plaques

72. Purpose. These awards recognize organizations below MAJCOM and FOA level for outstanding achievements or contributions to the Air Force nuclear weapon system and nuclear power system programs.

73. Eligibility. Any Air Force organization with a nuclear-related mission may compete in one category.

73.1. Category I: Wings, groups, squadrons, detachments, or comparable organizations that handle, mate or demate, maintain, load or unload, employ, launch, or store nuclear weapons.

73.2. Category II: Organizations responsible for nuclear weapon research, design, or development or organizations with engineering, logistical airlift, training, or contingency missions that involve nuclear weapons or nuclear components.

73.3. Category III: Wings, groups, squadrons, detachments, or comparable organizations that design, construct, test, maintain, or operate nuclear reactor facilities.

74. Selection Criteria. The Awards Board considers significant improvements in any of the following based on ORM principles or risk-based assessments:

74.1. Unit nuclear surety performance records and achievements.

74.2. The complexity and types of support tasks the mission requires.

74.3. Results of nuclear surety inspections by higher headquarters. (A less than satisfactory rating during the award period disqualifies the unit.)

74.4. Policies, programs, or procedures that reduce the possibility of a nuclear mishap or improve operational or maintenance effectiveness.

74.5. Quality of nuclear mishap investigation, reports, and analysis.

74.6. Nuclear logistical movements.

74.7. Research, design, development, engineering, logistics, transportation, and material that contribute to nuclear surety.

74.8. Improvements to loading procedures and maintenance tasks.

74.9. Management of the unit's nuclear surety program.

74.10. Demonstrated ability to act appropriately during an actual incident.

74.11. Security program management that includes proficient security forces, security planning, upgrade programs, and entry control procedures.

75. Nominating Procedures. Units nominate themselves to their MAJCOM or FOA. If more than one unit nominates itself, the MAJCOM or FOA validates the information, selects and prioritizes units, and sends a prioritized list with:

75.1. Unit name and nomination category (I, II, or III).

75.2. Classified or unclassified narrative about significant achievements based on the selection criteria in paragraph 74. and their impact on nuclear surety. Prepare and mail classified nominations per security procedures in AFI 31-401.

Section T—National Safety Council (NSC) Awards

76. Purpose. Three plaques and an engraved letter from the President of the NSC recognize mishap reduction in ground safety. Air Force organizations below MAJCOM, DRU, and FOA level that significantly reduce ground mishaps may be considered for:

- 76.1. Award of Honor.
- 76.2. Award of Merit.
- 76.3. Award of Commendation.
- 76.4. President's Award Letter.

77. Eligibility. Organizations below MAJCOM, DRU, and FOA level that meet personnel number requirements and lose no workdays because of an on-duty reportable mishap. Units with imperfect records are eligible if they have no on-duty fatalities and meet the specified rate reduction and personnel numbers requirements. Fatalities caused by factors outside the unit's control do not disqualify the unit.

- 77.1. Award of Honor and Award of Merit: Wings and groups with 1000 personnel (civilian and military) or more.
- 77.2. Award of Commendation: Organizations with 500 to 999 personnel (civilian and military). Units must be organizationally and operationally distinct. They must also be geographically remote from the parent organization per AFDIR 37-135.
- 77.3. President's Award Letter: Organizations with 50 to 499 personnel (civilian and military). These units must be organizationally, operationally, and geographically separate from the parent organization per AFDIR 37-135.

78. Selection Criteria.

- 78.1. General Information. Selection is based on the organization's on-duty composite ground mishap rate. (The total number of civilians and military injuries and fatalities per 200,000 work hours.)
- 78.2. Award of Honor. To receive the highest award, an eligible organization must have:
 - 78.2.1. A perfect record or a reduction of 10 percent or more in the ground mishap rate compared to the average of the 2 previous fiscal years.
 - 78.2.2. A composite rate better than the Air Force composite rate for the fiscal award year and better than its own rate for the previous fiscal year.
 - 78.2.3. Zero on-duty ground mishap fatalities.
- 78.3. Award of Merit. To receive the second highest award, an eligible organization must have:
 - 78.3.1. A perfect record or a reduction of at least 5 percent in the ground mishap rate compared to the average of the 2 previous fiscal years.
 - 78.3.2. A composite rate better than the Air Force composite rate for the fiscal year.
 - 78.3.3. Zero on-duty ground mishap fatalities.

78.4. Award of Commendation. To receive this award, smaller organizations must meet the criteria for the Award of Merit.

78.5. President's Award Letter. An organization must have a perfect ground mishap record in the fiscal year.

78.6. HQ AFSC will issue the USAF composite rate via message to the MAJCOMs, DRUs, and FOAs after 1 January of the calendar year for the prior fiscal year mishap rate, so they can determine their units' eligibility for their respective NSC awards.

79. Nomination Procedures.

79.1. Units nominate themselves to their MAJCOM, DRU, or FOA using the format at **Attachment 2**.

79.2. MAJCOMs, DRUs, and FOAs, at their option, will determine their subordinate unit recipients and handle all actions regarding their unit awards with the NSC.

Section U—Aero Club Safety Certificates

80. Purpose. Safety certificates promote aviation safety and award the Air Force Aero Clubs for flight safety achievements.

81. Eligibility. All Air Force Aero Clubs listed in the *USAF Aero Club Directory* that HQ AFSVA/SVP compiles and maintains are eligible if they reported no mishap due to pilot error, maintenance, or supervision. The MAJCOM, DRU, and FOA may nominate an Aero Club that had no control over a mishap and meets all other criteria; however, a detailed explanation must be sent with the nomination. Consideration must be given to the Aero Club's incorporation of ORM principles and techniques.

82. Nomination Procedures.

82.1. Aero Club safety officers, together with the wing or base safety officer, advise the MAJCOM, DRU, or FOA through command channels of a club's eligibility.

82.2. MAJCOMs, DRUs, and FOAs verify the data and satisfactory safety program management, and forward approved nominations.

82.3. A brief summary of the club's safety accomplishments. Include:

82.3.1. Name of club.

82.3.2. Location of club and parent command.

82.3.3. Diversity of aircraft. List each type and model of aircraft the club flies.

82.3.4. Date of last Class A or B mishap, excluding FOD and birdstrikes.

82.3.5. Summary of Achievements. Summarize the club's flight safety achievements during the award period, including ORM implementation and successes, and higher headquarters inspections in a paragraph no longer than a typewritten page.

Section V—Well Done Award

83. Purpose. This award recognizes personnel whose outstanding airmanship or support to aircrew prevented, or reduced the impact of, a serious flight mishap.

84. Eligibility. Pilots, other aircrew members, and people who support flight operations directly.

85. Selection Criteria. Demonstrated skill or ingenuity that prevented or reduced injury to personnel, loss of life, or aircraft or other property damage.

85.1. The skill or ingenuity must be above that expected of personnel with like training and experience in a like situation.

85.2. Error or neglect disqualifies the nominee, even though the nominee's later actions satisfy other criteria.

86. Nomination Procedures. Any person, other than the nominee, who knows about an individual's action may send a nomination to the MAJCOM, DRU, or FOA safety office. Include:

86.1. Nominee's name, organization, DOS, date of event, and type of aircraft.

86.2. A brief, unclassified description of the event that prompted the nomination, including how each nominated individual acted. The narrative must specifically and factually tell how serious the incident was and how nominees took action. Avoid generalities, broad or vague terms, local acronyms, contractions, abbreviations, or restatement of normal duties.

86.3. If there are multiple nominations, a write-up must be prepared for each nominee stating what that particular individual did to prevent the mishap. However, a cover letter can be included listing all of the individuals nominated.

86.4. A photograph showing the nominee or nominees clearly (glossy 8 x 10 inch preferred), as this award is published in the *Flying Safety* magazine. It may be a photograph taken either beside the aircraft or in the work environment. Do not staple the photograph to accompanying documents.

86.5. The MAJCOM, DRU, or FOA safety office reviews and endorses the nomination before forwarding it to HQ AFSC/SEF.

86.6. HQ AFSC/SEF must receive nominations within six months after the event.

Section W—Air Force Safety Hall of Fame Award

87. Purpose. This award recognizes individuals who have made singularly unique contributions to safety in general and the USAF Mishap Prevention Program in particular. These contributions made over an extended period of time should result in enduring and significant improvements in safety. These achievements will demonstrably enhance the Air Force's mishap prevention program as sustained superior safety performance, both now and in the future. The performance and contributions of the nominee

should be generally recognized by his or her peers as being of unequalled excellence. As a consequence of these standards, this award is infrequently conferred.

88. Eligibility. Primarily intended for, but not limited to, career military and civilian safety personnel. Non-career nominees must meet exacting standards wherein their short-term contributions to safety are judged to be of unparalleled significance.

89. Selection Criteria. The Awards Board considers:

89.1. MAJCOM, DRU, and FOA nominations.

89.2. HQ USAF/SE and HQ AFSC nominations.

89.3. Persons whose contributions to Air Force safety and mishap prevention are of an unprecedented and enduring significance.

NOTE:

The Awards Board expeditiously reviews the nominations on an ad hoc, case-by-case basis.

90. Nomination Procedures and Presentation. The nomination package will consist of:

90.1. A cover letter to the Air Force Chief of Safety not later than 30 days prior to retirement nominating the individual, with rank or grade, title, DOS, and organization.

90.2. A narrative justification that is clear and concise, with sufficient information to explain the nature and results of the individual's achievements. The achievements must have significantly improved Air Force safety by reducing mishaps, improved safety policies, guidance or procedures. The narrative must also demonstrate that the individual's initiative(s) or process improvements accomplished were above and beyond the scope of his or her normal position duties.

90.3. All acronyms and names, which are non-USAF or no longer existing, must be defined and objectives of those programs explained.

90.4. Submissions should be at least one single-spaced typed page and not more than two single-spaced typed pages, and include a 5 x 7 inch glossy photograph of the nominee.

90.5. Presentation: The nominating official will be notified of the results. A plaque commemorating the individual's induction will be sent to the nominating official for presentation. The inductee's name will be inscribed into a permanent register on display at the Air Force Safety Center.

Section X—Safety Driver Award

91. Purpose. This award recognizes personnel for the safe operation of Air Force-owned motor vehicles. This program is optional; implementation and program criteria are determined by the MAJCOM, DRU, FOA, or implementing base. The award is not an Air Force-level award. However, the Air Force autho-

izes use of AF Form 193, *Safe Driver Award Certificate*, because the award is common in more than one MAJCOM, DRU, and FOA.

92. Description. AF Form 193 may be used to recognize safe driving. This certificate is for 5, 10, 15, and 20 years of safe driving.